



# STAFFING AND RECRUITMENT

IOM HUMAN RESOURCES

IOM is looking for a **National Programme Officer (Social Cohesion)** according to the Terms of Reference below. Interested applicants are invited to apply by **12.07.2018** at the latest, referring to the vacancy notice ref. code on the e-mail subject header.

## OPEN TO INTERNAL AND EXTERNAL CANDIDATES

<b>Reference Code:</b>	SVN-091/2018/S - BD1	<b>Position Title</b>	National Programme Officer (Social Cohesion)
<b>Duty Station:</b>	Cox Bazar, Bangladesh	<b>Estimated Starting Date:</b>	As soon as possible
<b>Classification:</b>	NO-A/01 (UN Salary Scale) Base Salary: 218,966.00	<b>Type of Appointment:</b>	Special Short Term

### General Functions:

The incumbent will be assigned to the following tasks:

1. Under the direct supervision of the Project Manager, assist in the development and implementation of IOM's initiatives on social cohesion activities and ensuring streamline of social cohesion in the implementation of all projects; support coordination of activities with the Livelihood and Host Community Working Groups with a specific focus on fostering social cohesion between refugee population and host communities through different approaches.
2. Conduct assessment, analysis, identification and formulating recommendation on social cohesion activities/approaches including socio-cultural activities, awareness-raising and training and providing inputs on implementation plans, methods and monitoring tools.
3. Identify communities needs through research, consultation and identification of service gaps, determine and facilitate appropriate projects or programmes to be delivered to the community to encourage the development of social cohesion and to enable tensions to be reduced and trust built up between the refugee population and host communities.
4. Lead / contribute to community engagement and consultations processes to identify social cohesion activities with representatives of both population groups; establish criteria and mechanisms for beneficiary selection, and facilitate integration of project activities in feedback mechanisms; ensure adherence of project activities with principles of conflict sensitivity and accountability to affected populations at all times;
5. Monitor implementing partner and the progress of activities through regular reviews, field visits and evaluations in accordance with work plans and established project risks management frameworks; propose and follow up on measures to remedy problems in implementation and suggest ways to adjust projects to evolving contexts and risks;
6. Assist the Project Manager in coordination with key government stakeholders at the different level on social cohesion issues in general and project related issues in particular; assist coordination with relevant actors, including relevant IOM sector leads and technical working groups, on issues relevant to livelihood and host communities to ensure coordinated approaches and modalities of implementation at all times;
7. In coordination with Project Manager, responsible for financial monitoring of programme expenditures against budgetary limitations, specifically those relate to implementing partners; in coordination with the Resources Management Unit, review financial and progress reports of implementing partners and recommend fund transfers, as necessary;
8. Collect and synthesize information on key issues and developments of social cohesion initiatives; participate in evaluation of project development opportunities that address socio-cultural and livelihood/economic tension and issues between host communities and refugee;

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9. Provide quality control of training and community mobilisation efforts around social cohesion and livelihood issues; identify lessons learned and good practice to inform IOM's global practice on social cohesion in displacement contexts;
10. Build and maintain relationships with target beneficiaries, vulnerable groups and community leaderships in both refugee population and host communities;
11. Contribute to the promotion of awareness of the devastating condition and situation of the refugees within the host community and vice versa.
12. Perform such other duties as may be assigned.

### **Education, Experience and Skills:**

- Bachelors or Equivalent in Political or Social Science, Gender Studies, Development Studies, Peace and Conflict Studies or other related field with minimum two years of relevant professional experience; or
- University degree in the above fields with minimum two years of relevant professional experience.
- Work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting.
- Experience and technical ability to manage projects on community development and mobilization, livelihood, disaster risk reduction and resilience or other relevant fields with progressive responsibility. Experience in Gender, Protection and/ or Social Cohesion would be an advantage.
- Working experience in liaising with governmental authorities, local organizations as well as with national and international institutions with experience in managing partners would be an added value.
- Demonstrated experience in training and capacity building including to train local community, organization, staff and community volunteers is desirable.
- Experience with volunteer coordination and community mobilization/social cohesion activities in crisis contexts desirable
- Proven experience in partnership building and networking.

### **Method of Application:**

Candidates with the required qualifications can apply through email by mentioning the reference code [SVN-091/2018/S-BD1; National Programme Officer \(Social Cohesion\)](#) in the subject line to: [DhakaJobs@iom.int](mailto:DhakaJobs@iom.int); with the following documents:

*(i) Application Letter/Cover Letter*

*(ii) Curriculum Vitae*

*(iii) Personal History Form (PHF) which can be downloaded from the IOM Dhaka website: [www.iom.org.bd](http://www.iom.org.bd)*

*(iv) Scan copy of Photo*

Please ensure that your application is complete with the above-mentioned documents. As incomplete applications generate an immense administrative burden for our organization. As a rule, candidates who have not properly submitted their application with required documents will be excluded from consideration.

**Any attempt for persuasion will be considered as a disqualification**

**ONLY SHORT-LISTED CANDIDATES WILL BE CALLED FOR ASSESSMENT**

### **Note for internal candidates:**

with refer to IN233 and Clause 7.5 of IOM Recruitment Policy:

Staff members selected for a VN/SVN in his or her same category at one grade higher than his or her personal grade shall be appointed at the advertised grade. A staff member selected for a VN/SVN to a position which is two grades higher than the staff member's current grade, will be appointed at the interim grade, and six months later at the higher grade.

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